

# The Annual Move

The Annual Move is NARA's process for legally transferring permanent records from Federal Records Centers (FRCs) to NARA archival units across the nation.

It is a uniquely cross-functional activity that supports NARA's core mission of preserving the permanently valuable records of the Federal government. The Annual Move is overseen by the Annual Move Coordinating Group and is an integral process to ensure permanent records are transferred in a timely manner according to an approved records schedule.

Each annual move facilitates the transfer of permanent records which are determined to be eligible in January of the following calendar year.

Work relating to an Annual Move cycle begins for more than two years prior. Activities relating to one move cycle overlap both the previous and subsequent move cycles. For instance, work on the January 2014 move cycle would have begun in October 2012 and run through 2013 and 2014. It could also have extended until April 2015. Work on the January 2015 move cycle would have begun in October 2013, and so on.

There are several key roles in the Annual Move. The Annual Move Coordinating Group's role in the process is to provide general oversight and coordination among NARA units as well as identification of the eligible transfers to archival custodial units and agencies for review for the upcoming annual move. The group maintains the SOP and other guidance products. They also manage all email and external communications with agencies.

FRC's role is to review the feedback provided by the custodial units and agencies and make changes to the data in ARCIS for the upcoming annual move if necessary. They are responsible for the physical transfer of records and updating the ARCIS system to reflect the transfer process through the physical move.

The Archival units' role is to preview the transfers, schedules, data and provide results to the FRCs.

The ERA Legacy Schedules' role is to create a crosswalk of ARCIS DAUs/SF115, enter SF115 data into ERA Legacy Schedules, and validate legacy schedules in ERA.

System Support or Information Service's role is to validate the data provided to the custodial units, review authority list, test, and ultimately transform the data entered into the ERA system by October 1st of each year.

The agency's role is to review the transfers provided in the candidate list and begin the internal approval process for possible changes to existing data in ARCIS or removal of the transfer from the upcoming annual move. They are responsible for proposing Transfer Requests in ERA, so that the agency's records can be transferred into NARA's custody.

To facilitate the accessioning of permanent records, NARA provides agencies with pre-populated Transfer Requests in the ERA for all permanent records stored in FRCs. NARA creates these TRs on an annual basis, since the overwhelming majority of such records become eligible on January 1 of the disposition year, that is, the year in which the records are eligible to be accessioned into the National Archives.

If you are involved in the Annual Move, keep in mind that it is a collaborative effort between NARA and the agencies. Agency participation is an integral part in NARA completing its mission to preserve the historical record of the Federal Government. Agencies should remain proactive in reviewing records and data that are eligible for transfer and updating changes in records management for their office. Finally, If you have any questions or concerns, NARA is always here to help.